

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

June 20, 2007

5 Page Document

TITLE:	Regional Program Officer
POSITION NO:	07085
LOCATION:	Senior & Long-Term Care, Bozeman
STATUS:	Part-Time/Permanent (30 hours per week)
UNION:	MEA/MFT
PAY GRADE:	15
STARTING SALARY:	\$16.08 hourly is entry-level salary
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 5, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: This position is part-time, working 30 hours per week. Extensive in-state travel is required, and some occasional overnight stays may be necessary.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position serves as the focal point for development and support of a responsive system of health care by meeting the technical assistance needs of individuals and service providers who implement the programs of the Community Services Bureau. The incumbent will provide clear and accurate policy direction and guidance to providers; evaluate and analyze regional service delivery; conduct provider compliance audits; evaluate the need for, coordinate and provide necessary provider training; and take appropriate action to ensure correct program policies are being disseminated and clarified at the regional level to ensure adherence to the Administrative Rules of Montana, state and federal law, and program policy. This position has no on-site supervision.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of health and related services in the area of health maintenance and health promotion for people who are elderly or disabled; state and federal regulations governing programs serving elderly or disabled individuals; and concepts and practices of consumer-directed care, issues surrounding freedom of choice, accessibility, social, psychosocial, and community impacts on consumers and their families.

Skills: Skill in written and verbal communication; negotiation, mediation, problem-solving, and public relations to effectively represent the bureau, division, or department in communicating complex and sometimes controversial issues to consumers, providers, and the public; stress management; active listening; and the use of a personal computer, including Word, Excel, and other software programs.

Abilities: Ability to manage change; understand personality types; analyze and interpret rules, regulations, laws, policies, and procedures; conduct effective presentations; communicate effectively both orally and in writing; and establish and maintain effective working relationships.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in behavioral science, human services, social work, family science, human development and counseling, education, public health or a closely related field **AND** one year experience in community social or health related fields with demonstrated knowledge of community resources or long term care. Professional experience working with disabled or elderly individuals is preferred. Other equivalent combinations of education/experience will be evaluated on an individual basis; however, a Bachelor's degree is required.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Copy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining**

transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be submitted at time of interview; and

4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Regional Program Officer
Position: #07085
Location: Senior & Long-Term Care, Bozeman

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Outline your experience in services to persons with disabilities. Include dates, number of individuals served, and duties performed. Include information that will demonstrate your knowledge of community resources related to long-term care.
2. Outline your experience in services to individuals who are 65 years and older. Include dates, number of individuals served, and duties performed. Include information that will demonstrate your knowledge of community resources related to long-term care.
3. Describe any group training programs for which you were responsible, including your role in identifying the need for training, developing the training curriculum, and delivering the training. Please do not include one-on-one individual client specific training.